

## EXPENDITURE BUDGET BY TASK

Complete a separate Form CPG-Z for each type of project.

Type of Project \_\_\_\_\_

REGULAR PROJECT TASKS	TOTAL	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1.								
2.								
3.								
4.								
5.								
6.								
7.								
TOTAL PROJECT COST	-----							
TOTAL GRANT AMOUNT REQ.	-----							

SUPPLEMENTAL PROJECT TASKS	TOTAL	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1. Refrigerant Recovery Machine	\$2,000					\$2,000		
2.								
TOTAL SUPPLEMENTAL PROJECT COST	\$2,000							
TOTAL GRANT AMOUNT REQ.	\$1,500							

To receive this document in alternative format, contact the Solid Waste and Financial Assistance Program at 360-407-6129 (Voice), 711, or 1-800-833-6388 (TTY).

## **Instructions for EXPENDITURE BUDGET BY TASK**

### **Form CPG Z**

This form is a tool to be used in developing budgets for projects. It should be completed before filling out the Project Request form (Form CPG-Y). *(See Administrative Guidelines for Ecology Grants and Loans, WDOE 91-18, Revised October 2000 for further explanation of budget by task.) USE A SEPARATE PAGE FOR EACH PROJECT.*

- **TYPE OF PROJECT**

Enter the name of the type of project from the categories shown on the Project Request form (Form CPG-Y).

- **PROJECT TASKS/PROJECT COST  
(REGULAR AND SUPPLEMENTAL)**

Enter for each project task the total task cost and the cost by object of expenditure. For example, a Waste Reduction and Recycling project may have several tasks. These may include a compost workshop, a collection event, educational activities, business audits, etc. Each of these would be a project task.